

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/29/86	1. Agency Address Georgia Ports Authority Maintenance Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 87-10	
Application Number 126		Date Received FEB 6 1986	Date Completed JAN 14 1987
2. Person to Contact Allen Glaser		Working Title Maintenance Analyst	Telephone Number (912) 964-3835
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		964-2487	
4. Dates of Series Earliest: 10/84 Latest: Current	5. Records Series Title (followed by title used in office, if different) MAINTENANCE WORKORDERS		
6. Division and Office Function: What is the function of the Division and the Office in which this record series is created? <p>The Maintenance Control Office maintains the above file series. The Control Office or Information Center identifies and analyzes a variety of maintenance problems and recommends appropriate actions. M.I.C. inspects all GPA property and facilities. Identifies unsatisfactory conditions and makes recommendations for all repairs for terminals and properties. Initiates and prepares work orders. Coordinates work schedules with maintenance foremen. Estimates time and materials and coordinates repairs with supervisor. Makes progress checks for ongoing major maintenance projects. Maintains up-to-date reports and charts of work in progress and completed. Assists in the preparation of the Maintenance budget. Maintains records and makes reports on equipment utilization and downtime. Enters current work orders, additions, changes and closing job orders into CRT system daily. Processes internal and external work orders.</p>			
7. Record Series Description Documents relating to: included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Requests for maintenance to be performed on structures and equipment. ROUTINE WORKORDERS AND PREVENTIVE MAINTENANCE WORKORDERS INCLUDING PREVENTIVE MAINTENANCE CHECKLISTS. Chronologically; thereafter, numerically by equipment or structure number.	
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>-</u> ; twenty-five months and older <u>-</u> ?		How often are records referred to which are: Reference as needed by special request.	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>12 boxes</u>			

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? Future work orders are filmed
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: -

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To maintain a record of maintenance in order to evaluate replacement, some preventive maintenance records for future use, future considerations of purchases on specific vendors, etc.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2/3/86	<i>Carol Mosley</i>	1/29/86
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>W. J. Satter</i> 1-12-87
		Secretary of State/Designee	<i>Edward Meldon</i> 1/8/87
		Attorney General/Designee	<i>[Signature]</i> 1/14/87